

MOTION BY SUPERVISOR DON KNABE

April 28, 2015

The Manhattan Beach Historical Society owns a collection of local newspapers bound into oversize volumes known as the Manhattan Beach Historical Society Newspaper Collection (Collection) and desires to loan the Collection on a permanent basis to the Public Library for display and use by the public. The new Manhattan Beach Library has available space to display the Collection which will enhance the Reference Section at the library.

**I, THEREFORE MOVE** that the Board of Supervisors authorize the County Librarian, or her designee, in the interest of the public good, to execute a loan agreement with the Manhattan Beach Historical Society for the Collection, at no cost to the County, consistent with the terms attached and to be approved as to form by County Counsel.

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CONTACT: Margaret Donnellan Todd, County Librarian  
 County of Los Angeles Public Library  
 7400 East Imperial Highway  
 Downey, CA 90242  
 (562) 940-8400

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MOTION

SOLIS \_\_\_\_\_

RIDLEY-THOMAS \_\_\_\_\_

KUEHL \_\_\_\_\_

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**Manhattan Beach Historical Society Newspapers Collection**  
**Mutual Agreement Between**  
**Manhattan Beach Historical Society and County of Los Angeles Public Library**

The Manhattan Beach Historical Society ("Historical Society") has a collection of local newspapers bound into oversize volumes. After consultation with the County of Los Angeles Public Library ("Library") Administration, the following have been agreed upon:

**Name of Collection**

The name of the collection shall be the Manhattan Beach Historical Society Newspaper Collection ("Collection"). The Library will design signage to indicate the purpose of the Collection, to be placed at the Library's discretion.

**Ownership and Responsibility of Collection**

All contents of the Collection shall remain the property of the Historical Society. The Library shall not be responsible for any loss or damage that may occur to books or other contents of the collection.

The collection is lent at the Historical Society's own discretion and expense. The Historical Society warrants that it has or will obtain insurance coverage on the Collection, to the extent the Historical Society feels it necessary, and shall make no claim due to damage, loss, or destruction of the Collection to the County of Los Angeles, through its Library.

**Location of the Collection**

The Collection shall be housed in locked bookcases provided by the Library, located on the second floor of the Manhattan Beach Library in the glass-front shelves to the east of the stairwell. The size of the Collection shall be limited to that which will fit in the designated space. The Historical Society will assume all responsibility for maintaining an inventory of the collection.

**Access to Collection**

Use of all contents in the Collection shall be solely for reference and designated "Library Use Only." The material shall be available for use by any customer of the County Library, but will only be available for use in the Manhattan Beach Library, and will not be loaned out to customers or loaned to other County of Los Angeles Public Libraries or through inter-library loan. A finding aid will be prepared by the Historical Society indicating what newspapers and dates are included in the Collection and this finding aid will be available at the library and on the library's website.

Manhattan Beach Library staff will provide patron access to the Collection, which shall include unlocking and locking the bookcases, signing out materials from the Collection, and re-shelving. The Library will provide security strips for all material in the Collection and assist with developing security procedures to protect the Collection. The Library will provide cotton gloves for handling the volumes.

**Term**

The collection is on permanent loan to the Library. The Library or Historical Society may terminate this agreement by providing 60 days notice to the other party. If the agreement is terminated the Historical Society will be responsible for transporting the Collection from the Library within that 60 day period.

**Amendment**

This agreement may be amended by mutual written agreement of the Librarian, or her/his designee, and the Historical Society.

In witness of the foregoing agreements each of the parties hereto has duly executed this Loan Agreement as of the date first written above, and hereby certifies the person signing below on its behalf has full power and authority to enter into this Loan Agreement and perform its obligations hereunder.

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Barbara S. Custen  
Assistant Director, Public Services

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Manhattan Beach Historical Society